



State of Arizona
Department of Education

Jaime A. Molera
Superintendent of
Public Instruction

School Finance
1535 West Jefferson, Bin 13
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 03-007

TO: Superintendents, Business Managers, Charter School Administrators
FROM: Marcie K. Celaya, Director School Finance
DATE: September 3, 2002
SUBJECT: **School Finance, Research & Policy Program Collection Workshops**

District and charter school personnel who report data are invited to attend one of School Finance Program Collection Workshops. The following systems will be covered:

Membership/Absence (ADM)
Special Education Census SPED
English Language Learners (ELL)
October 1 Enrollment
Year End Enrollment
Graduation Rate Study
School District Employees Report (SDER)
Transportation Reporting
SAIS (Student Accountability Information System)

Enclosed is a list of Workshop Sites, Agendas and Workshop Registration Form. **PLEASE DISTRIBUTE TO INDIVIDUALS WHO ARE RESPONSIBLE FOR REPORTING ANY OF THE MENTIONED PROGRAMS.**

For each individual attending from your school, please fill out the workshop registration form and fax to 602-542-3099.

If you have any questions or need additional information, please contact Mario Salinas at (602) 542-8239 or Rose Whelihan at (602) 542-8240.

**SCHOOL FINANCE, RESEARCH & POLICY
PROGRAM COLLECTION WORKSHOP AGENDAS
DISTRICTS AND CHARTER SCHOOLS**

**MARICOPA COUNTY
2002-2003**

WORKSHOP SITES

LOCATION	DATE	ADDRESS
CENTRAL PHOENIX	September 26, 2002 Monday	Gateway Community High School 108 North 40th Street, Phoenix, 85034
EAST MESA	October 8, 2002 Tuesday	ASU EAST 7001 E. Williams Field Road Mesa, 85212
WEST PHOENIX	October 9, 2002 Wednesday	Independence High School 6602 N. 75th Ave., Glendale, 85303

Agenda's will not be the same at all workshops. The following pages will give you the agenda for the different locations.

**SCHOOL FINANCE, RESEARCH & POLICY
PROGRAM COLLECTION WORKSHOP AGENDAS
2002-2003
DISTRICTS AND CHARTER SCHOOLS FOR
COUNTIES OUTSIDE OF MARICOPA COUNTY**

WORKSHOP SITES

LOCATION	DATE	ADDRESS
SAFFORD	October 1, 2002	County General Services Bldg. 921 Hwy. 90 (Thatcher Blvd.) Safford, AZ. 85546
SIERRA VISTA	October 2, 2002	Sierra Vista Public Library 2600 East Tacoma, Sierra Vista, 85635
SAHUARITA	October 3, 2002	Sahuarita Unified School District 350 W. Sahuarita Rd. 85629
YUMA	October 11, 2002	Yuma School District 450 West 6th Street, Yuma, 85364
HOLBROOK	October 16, 2002	Holbrook High School 455 N. 8th Ave., Holbrook, 86025
FLAGSTAFF	October 17, 2002	Sinagua High School 3950 East Butler, Flagstaff, 86004
KINGMAN	October 18, 2002	Mohave County Offices 809 East Beale Street, Kingman, 86401

Agenda's will not be the same at all workshops. The following pages will give you the agenda for the different locations.

DATA COLLECTION PROGRAM WORKSHOP
REGISTRATION FORM

Seating will be limited, therefore, in order to ensure reservations it is imperative that this form be faxed by September 16, 2002 to the School Finance office at (602) 542-3099.

ARIZONA DEPARTMENT OF EDUCATION
SCHOOL FINANCE UNIT, BIN #13
1535 W. JEFFERSON
PHOENIX, AZ 85007

DISTRICT/CHARTER SCHOOL NAME

COUNTY-TYPE-DISTRICT #
Example of C-T-D# 01-02-01

(NAME)

AREA CODE & PHONE NUMBER

ATTENDING LOCATION

DATE

PLEASE SPECIFY WHICH SESSION, CLASS, TIME, YOU WILL BE ATTENDING

TIME

ATTENDING

AVERAGE DAILY MEMBERSHIP (ADM DISTRICT & CHARTERS)		
LEA CALENDAR		
INTEGRITY, SAIS		
SCHOOL DISTRICT EMPLOYEES REPORT (SDER)		
TRANSPORTATION-REPORT		
SPECIAL EDUCATION CENSUS (SPED), ELL (ENGLISH LANGUAGE LEARNER)		
GRADUATION RATE STUDY		
OCTOBER 1 & YEAR END ENROLLMENT,		

***Each Individual Attending Must Fill Out a Registration Form**

WORKSHOP AGENDA FOR CENTRAL PHOENIX

SEPTEMBER 26, 2002

GATEWAY COMMUNITY HIGH SCHOOL

108 North 40th Street

Phoenix, Arizona 85034

(480) 392-5465

Registration begins 8:30 a.m.– 9:00 a.m.

<i>ROOM #1 SOUTHWEST CONF. ROOM</i>	<i>SUBJECT</i>		<i>ROOM 2 ROOM 147B</i>	<i>SUBJECT</i>
9:00 – 9:45 a.m.	LEA Calendar ADM		9:00 – 9:45 a.m.	School District Employees Report (SDER)
9:45 – 10:00 a.m.	Break		9:45 – 10:00 a.m.	Break
10:00 – 10:45 a.m.	SAIS Integrity		10:00 – 10:45 a.m.	Year End & October Enrollment
11:00 – 11:45 a.m.	ELL SPED		11:00 – 11:45 a.m.	Graduation Rate Study
L U N C H B R E A K				
1:15 – 2:00 p.m.	LEA Calendar ADM		1:15 – 2:00 p.m.	Transportation Reporting
2:15 – 3:00 p.m.	SAIS Integrity		2:15 – 3:00 p.m.	Year End & October Enrollment
3:00 – 3:15 p.m.	Break		3:00 – 3:15 p.m.	Break
3:15 – 4:15 p.m.	ELL SPED		3:15 – 4:15 p.m.	Graduation Rate Study

WORKSHOP AGENDA FOR EAST MESA

OCTOBER 8, 2002

ASU EAST

7001 E. Williams Field Road

Mesa, 85212

(480) 727-3278

Registration begins at 8:30 a.m.– 9:00 a.m.

<i>ROOM #1 UNION BALLROOM A</i>	<i>SUBJECT</i>		<i>ROOM 2 UNION BALLROOM B</i>	<i>SUBJECT</i>
9:00 – 9:45 a.m.	LEA Calendar ADM		9:00 – 9:45 a.m.	School District Employees Report (SDER)
9:45 – 10:00 a.m.	Break		9:45 – 10:00 a.m.	Break
10:00 – 10:45 a.m.	SAIS Integrity		10:00 – 10:45 a.m.	Year End & October Enrollment
11:00 – 11:45 a.m.	ELL SPED		11:00 – 11:45 a.m.	Graduation Rate Study
L U N C H B R E A K				
1:15 – 2:00 p.m.	LEA Calendar ADM		1:15 – 2:00 p.m.	Transportation Reporting
2:15 – 3:00 p.m.	SAIS Integrity		2:15 – 3:00 p.m.	Year End & October Enrollment
3:00 – 3:15 p.m.	Break		3:00 – 3:15 p.m.	Break
3:15 – 4:15 p.m.	ELL SPED		3:15 – 4:15 p.m.	Graduation Rate Study

WORKSHOP AGENDA FOR WEST PHOENIX

OCTOBER 9, 2002

Independence High School

6602 N. 75th Ave.

Phoenix, AZ. 85303

(623) 435-6100

Registration begins at 8:30 a.m. – 9:00 a.m.

Two Classroom Arrangements

<i>ROOM #1 AUDITORIUM</i>	<i>SUBJECT</i>		<i>ROOM 2 MINI AUDITORIUM</i>	<i>SUBJECT</i>
9:00 – 9:45 a.m.	LEA Calendar ADM		9:00 – 9:45 a.m.	School District Employees Report (SDER)
9:45 – 10:00 a.m.	Break		9:45 – 10:00 a.m.	Break
10:00 – 10:45 a.m.	SAIS Integrity		10:00 – 10:45 a.m.	Year End & October Enrollment
11:00 – 11:45 a.m.	ELL SPED		11:00 – 11:45 a.m.	Graduation Rate Study
L U N C H B R E A K				
1:15 – 2:00 p.m.	LEA Calendar ADM		1:15 – 2:00 p.m.	Transportation Reporting
2:15 – 3:00 p.m.	SAIS Integrity		2:15 – 3:00 p.m.	Year End & October Enrollment
3:00 – 3:15 p.m.	Break		3:00 – 3:15 p.m.	Break
3:15 – 4:15 p.m.	ELL SPED		3:15 – 4:15 p.m.	Graduation Rate Study

SAFFORD
October 1, 2002
County General Services Bldg.
921 Hwy 90 (Thatcher Blvd.)
Safford, 85546
(928) 428-2880

Registration begins at 8:30 a.m. – 9:00 a.m.

<i>ROOM #1</i>	<i>SUBJECT</i>		<i>ROOM 2</i>	<i>SUBJECT</i>
9:00 – 9:45 a.m.	LEA Calendar ADM		9:00 – 9:45 a.m.	School District Employees Report (SDER)
9:45 – 10:00 a.m.	Break		9:45 – 10:00 a.m.	Break
10:00 – 10:45 a.m.	SAIS Integrity		10:00 – 10:45 a.m.	Year End & October Enrollment
11:00 – 11:45 a.m.	ELL SPED		11:00 – 11:45 a.m.	Graduation Rate Study
L U N C H B R E A K				
1:15 – 2:00 p.m.	LEA Calendar ADM		1:15 – 2:00 p.m.	Transportation Reporting
2:15 – 3:00 p.m.	SAIS Integrity		2:15 – 3:00 p.m.	Year End & October Enrollment
3:00 – 3:15 p.m.	Break		3:00 – 3:15 p.m.	Break
3:15 – 4:15 p.m.	ELL SPED		3:15 – 4:15 p.m.	Graduation Rate Study

SIERRA VISTA
October 2, 2002
Sierra Vista Public Library
Multi-Purpose Room
2600 East Tacoma
(520) 458-4225

Registration begins at 9:30 a.m.

<i>TIME</i>	<i>SUBJECT</i>
10:00 – 10:45 a.m.	ELL SPED
10:45 – 11:00 a.m.	BREAK
11:00 – 12:00 a.m.	YEAR END & OCTOBER ENROLLMENT GRADUATION RATE STUDY
12:00 – 1:30 p.m.	LUNCH
1:30 – 2:15 p.m.	LEA Calendar/ ADM
2:15 – 3:00 p.m.	SAIS/ INTEGRITY
3:00 – 3:10 p.m.	BREAK
3:10 – 3:40 p.m.	School District Employees Report (SDER)
3:40 – 4:40 p.m.	TRANSPORTATION REPORTING

***Room has to be vacated by 4:45 p.m. to allow for other group session.**

Sahuarita
October 2, 2002
Sahuarita Unified School District
350 W. Sahuarita Rd.
(520) 625-3502

Registration begins at 8:30 a.m. – 9:00 a.m.

<i>POD 1</i> <i>AUDITORIUM</i>	<i>SUBJECT</i>		<i>POD 2</i> <i>AUDITORIUM</i>	<i>SUBJECT</i>
9:00 – 9:45 a.m.	LEA Calendar ADM		9:00 – 9:45 a.m.	School District Employees Report (SDER)
9:45 – 10:00 a.m.	Break		9:45 – 10:00 a.m.	Break
10:00 – 10:45 a.m.	SAIS Integrity		10:00 – 10:45 a.m.	Year End & October Enrollment
11:00 – 11:45 a.m.	ELL SPED		11:00 – 11:45 a.m.	Graduation Rate Study
L U N C H B R E A K				
1:15 – 2:00 p.m.	LEA Calendar ADM		1:15 – 2:00 p.m.	Transportation Reporting
2:15 – 3:00 p.m.	SAIS Integrity		2:15 – 3:00 p.m.	Year End & October Enrollment
3:00 – 3:15 p.m.	Break		3:00 – 3:15 p.m.	Break
3:15 – 4:15 p.m.	ELL SPED		3:15 – 4:15 p.m.	Graduation Rate Study

Yuma
October 11, 2002
Yuma School District
Administration Bldg., Board Room
450 West 6th Street
Yuma, AZ. 85361
(928) 782-6581

Registration begins at 8:30 a.m. – 9:00 a.m.

<i>TIME</i>	<i>SUBJECT</i>
9:00 – 09:45 a.m.	ELL SPED
9:45 – 10:00 a.m.	BREAK
10:00 – 10:45 a.m.	YEAR END & OCTOBER ENROLLMENT GRADUATION RATE STUDY
10:45 – 11:00 a.m.	BREAK
11:00 – 11:45 p.m.	LEA Calendar ADM
11:45 – 1:15 p.m.	LUNCH
1:15 – 2:00 p.m.	SAIS INTEGRITY
2:00 – 2:15 p.m.	BREAK
2:15 – 3:00 p.m.	School District Employees Report (SDER)
3:00 – 4:00 p.m.	TRANSPORTATION REPORTING

Holbrook
October 16, 2002
Holbrook High School
455 N 8th Ave.,
Holbrook, AZ. 86025
(928) 524-6144

Registration begins at 8:30 a.m. – 9:00 a.m.

<i>CAFETERIA</i>	<i>SUBJECT</i>		<i>LIBRARY</i>	<i>SUBJECT</i>
9:00 – 9:45 a.m.	LEA Calendar ADM		9:00 – 9:45 a.m.	School District Employees Report (SDER)
9:45 – 10:00 a.m.	Break		9:45 – 10:00 a.m.	Break
10:00 – 10:45 a.m.	SAIS Integrity		10:00 – 10:45 a.m.	Year End & October Enrollment
11:00 – 11:45 a.m.	ELL SPED		11:00 – 11:45 a.m.	Graduation Rate Study
L U N C H B R E A K				
1:15 – 2:00 p.m.	LEA Calendar ADM		1:15 – 2:00 p.m.	Transportation Reporting
2:15 – 3:00 p.m.	SAIS Integrity		2:15 – 3:00 p.m.	Year End & October Enrollment
3:00 – 3:15 p.m.	Break		3:00 – 3:15 p.m.	Break
3:15 – 4:15 p.m.	ELL SPED		3:15 – 4:15 p.m.	Graduation Rate Study

Flagstaff
October 17, 2002
Sinagua High School
Mini Auditorium A
3950 East Butler
Flagstaff, AZ. 86004
Dawn (RTC) (928) 527-6122

Registration begins at 8:30 a.m. – 9:00 a.m.

<i>TIME</i>	<i>SUBJECT</i>
9:00 – 09:45 a.m.	ELL SPED
9:45 – 10:00 a.m.	BREAK
10:00 – 10:45 a.m.	OCTOBER AND YEAR END ENROLLMENT, GRADUATION RATE STUDY
10:45 – 11:00 a.m.	BREAK
11:00 – 11:45 p.m.	LEA Calendar/ ADM
11:45 – 1:15 p.m.	LUNCH
1:15 - 2:00 p.m.	SAIS/ INTEGRITY
2:00 – 2:15 p.m.	BREAK
2:15 – 3:00 p.m.	School District Employees Report (SDER)
3:00 – 4:00 p.m.	TRANSPORTATION REPORTING

Kingman
October 18, 2002
Kingman Mohave County Offices
809 East Beale Street
Kingman, AZ. 86401
(928) 753-0747

Registration begins at 8:30 a.m. – 9:00 a.m.

<i>BOARD ROOM</i>	<i>SUBJECT</i>		<i>CONFERENCE ROOM</i>	<i>SUBJECT</i>
9:00 – 9:45 a.m.	LEA Calendar ADM		9:00 – 9:45 a.m.	School District Employees Report (SDER)
9:45 – 10:00 a.m.	Break		9:45 – 10:00 a.m.	Break
10:00 – 10:45 a.m.	SAIS Integrity		10:00 – 10:45 a.m.	Year End & October Enrollment
11:00 – 11:45 a.m.	ELL SPED		11:00 – 11:45 a.m.	Graduation Rate Study
L U N C H B R E A K				
1:15 – 2:00 p.m.	LEA Calendar ADM		1:15 – 2:00 p.m.	Transportation Reporting
2:15 – 3:00 p.m.	SAIS Integrity		2:15 – 3:00 p.m.	Year End & October Enrollment
3:00 – 3:15 p.m.	Break		3:00 – 3:15 p.m.	Break
3:15 – 4:15 p.m.	ELL SPED		3:15 – 4:15 p.m.	Graduation Rate Study